

## Resume Writing

Resumes are used to describe your skills, education and training to employers looking to fill positions. The intent of a resume is to portray you in the best possible light as it relates to the job.

There are many different types of resume formats as well as many examples, samples and templates that you can use to help build your own. If this is your first resume, if you are looking to pivot your career or you need to update it, reach out to the many free service providers listed on this website for help.

Every resume is different and can include a variety of sections. Some common ones include:

- Contact information: including your name, address, phone number, email address
- Work Experience: listed from most recent to earlier in your career
- Education and other course work
- Volunteer Experience

Here are some quick tips for making your resume stand out:

- Keep the content clear and concise
- Focus on your accomplishments and use numbers whenever possible (for example: increased sales by 35%, helped lower costs by \$500/ month)
- Read, re-read and have someone else read your resume for spelling and grammar errors
- Examine the job ad or typical job ads for roles you're interested in and look for key words that you can incorporate in your resume.
- Use resume samples from the industry you work in or hope to work in to help craft your message